

**Nebraska Information Technology Commission
Government Technology Collaboration Fund - 2002**

DRAFT Guidelines

Purpose of the Grant Program

Establishment of the Government Technology Collaboration Fund

The Government Technology Collaboration Fund ("GTCF") was created by state statute (Section 86-1513):

"The Government Technology Collaboration Fund is created. The fund shall be granted by the commission. The fund shall be used to provide incentives for collaborative technology projects and programs by state agencies, boards, and commissions and to assist in meeting the technology needs of small agencies as determined by the commission. Expenditures from the fund shall be approved by the commission only after review by the technical panel created in section 86-1511. The fund shall be administered by the Department of Administrative Services. Any money in the fund available for investment shall be invested by the state investment officer pursuant to the Nebraska Capital Expansion Act and the Nebraska State Funds Investment Act."

The Legislature appropriated \$250,000 to this fund for FY2003.

Funding Priorities

The following funding priorities have been identified by the State Government Council and approved by the Nebraska Information Technology Commission:

- Projects that further the State Government Council priority of implementing e-government.
- Projects that utilize information technology to further the State Government Council priority of improving collaboration.

Application Guidelines

Deadline

Applications must be received by 5:00 p.m. on April 15, 2002.

Eligible/Ineligible Activities

Activities that support e-government are eligible for funding. Salaries are eligible if they are necessary for the implementation of the overall project. Equipment costs and transmission costs are eligible if they are necessary for the implementation of the overall project.

Buildings, rents, non-telecommunications utilities, and indirect costs are *ineligible* for grant funds.

Eligible Entities

Only state agencies, boards and commissions are eligible for Government Technology Collaboration Fund grants. State agencies may submit collaborative projects with local government partners.

Match Requirement

A 25 percent match is required. The match may be shared among project participants. The match may be a cash match, an in-kind match, or a combination of the two. An in-kind match can include time, people, machines, buildings, rent, and utilities. Both cash and in-kind matches must be documented.

Acceptable documentation of an in-kind match include:

- Copies of sign-in sheets for volunteers or other records of volunteer hours.
- A signed letter from an employee's supervisor indicating that he/she has contributed a specified number of hours working on the project.
- A signed letter from the appropriate supervisor/director documenting the use of facilities and equipment.

Format and Procedures

Submission of Applications

All applications must be submitted on the form provided on the NITC Web site (a link is provided at the top of this document or go to <http://www.nitc.state.ne.us/>).

Completed applications must be submitted via e-mail to rbecker@cio.state.ne.us. The grant application should be submitted as an attachment in one of these formats: Microsoft Word; WordPerfect; Adobe PDF; or Rich Text Format. Receipt of the grant application will be confirmed by e-mail. If an agency is unable to submit the application as described, contact Rick Becker at (402) 471-7984 prior to the application deadline, to make other arrangements for submitting an application.

Applications must be received by 5:00 p.m. on April 15, 2002.

Application Review Process

Applications will be reviewed by staff for compliance with minimum eligibility requirements. An applicant may be asked to revise their proposal if minimum requirements are not met, or to otherwise improve the application. Each application will be scored by reviewers approved by the Technical Panel. The State Government Council will then review the requests and submit a recommendation for funding to the NITC. The NITC may award all or part of available funds to projects based on the competitive process described in these guidelines. The NITC may also reserve a portion of the fund for specific enterprise projects that serve the funding priorities described above. All projects are subject to review by the Technical Panel.

Memorandum of Agreement

Grant recipients must enter into a memorandum of agreement with the NITC. The agreement will commit the agency to the project scope and deliverables, cost, timetable, and reporting requirements.

Disbursement of Funds

Agencies must prepare and sign a disbursement document with supporting information for all grant-supported expenditures. The disbursement document should include the agency's line of coding for its 25% match (unless in-kind personnel costs are being used as match). The Office of the Chief Information Officer will provide the line of coding for the eligible grant share and submit the document to DAS Accounting for payment. Supporting information should include receipts or invoices of all expenditures made with grant funds.

Reporting Requirements and Time of Performance

Grant recipients will be required to submit a progress report six months after funding has been approved. A full report, detailing the results of the project, will be required after the project is finished. Additional reporting may be required at the discretion of the Chief Information Officer.

Projects should be completed within 12 months of receipt of the grant. A grant recipient may request, in writing, up to two extensions of up to three months each. Approval of any extension will be at the discretion of the Chief Information Officer.

Right to Audit

The NITC reserves the right to audit any and all grants for a period of 2 years after project completion

For More Information

For further information, please contact:

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